

## POSITION DESCRIPTION

**POSITION TITLE:** Horticulture Assistant

**UPDATED:** September 2022

**SUPERVISOR'S TITLE:** Horticulturist

**FLSA Status:** Nonexempt

### PURPOSE

The Horticulture Assistant performs work necessary to provide a clean, vibrant, and healthy landscaped environment for zoo guests to enjoy. The Horticulture Assistant also conducts needed light maintenance of facilities and grounds equipment. This position also contributes to positive guest experiences and performs other duties as required.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ESSENTIAL FUNCTIONS**

- ▶▶ Assists in planting and maintaining of flower beds, planters, baskets, and general landscapes throughout the zoo property.
- ▶▶ Assist with pruning, removal, and maintaining of shrubs and trees.
- ▶▶ Mows, spin trims, blows, and waters grass areas throughout the zoo.
- ▶▶ Assists with the tropical plant collection in Indonesian Rain Forest, including watering, planting, fertilizing, and pruning.
- ▶▶ Cleans and performs necessary upkeep of public areas and paths from leaves and plant materials.
- ▶▶ Cleans and performs necessary upkeep and maintenance of horticulture tools, equipment, and supplies.
- ▶▶ Participates in construction and landscaping projects involving digging, hauling, and planting.
- ▶▶ Performs snow removal.
- ▶▶ Transports horticulture equipment throughout the zoo grounds, using zoo vehicles as needed.
- ▶▶ Supports the zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters.
- ▶▶ Assists with special projects and helps other zoo employees as needed.
- ▶▶ Actively contributes to positive guest experiences.

### EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ High school diploma or GED is required.
- ▶▶ One year of horticulture or related experience is required.
- ▶▶ Must be at least 18 years of age.
- ▶▶ Valid driver's license is required.

### KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to dig, plant, mow, prune, and water.
- ▶▶ Ability to be trained and use landscaping equipment including but not limited to mowers, pruners, saws, spin trimmers, leaf blowers, snow blowers, and general hand tools. This includes the ability to read and understand written instructions and warnings and to properly measure and combine potentially hazardous chemicals (e.g., fertilizers, gasoline, etc.).
- ▶▶ Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours will be required.
- ▶▶ Ability to handle confidential information.
- ▶▶ Ability to understand and follow all safety regulations.

- » Ability to handle multiple tasks simultaneously.
- » Ability to arrive to work on time and maintain a positive attendance record.
- » Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to professionally and appropriately interact and communicate with others in person.
- » Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- » Ability to dig, plant, mow, prune, and water.
- » Ability to properly lift and carry items up to 50 pounds.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Good speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous or venomous animals.
- » This position may include exposure to zoonotic diseases.
- » This position may include exposure to noxious native plants.
- » This position may include exposure to native biting insects and arthropods.